

# TIGARD MUNICIPAL CODE

## Chapter 2.04 CITY MANAGER.

### Sections:

- 2.04.010 Office Established.**
- 2.04.020 Appointment And Removal.**
- 2.04.030 Salary.**
- 2.04.040 Duties.**

### **2.04.010 Office Established.**

Pursuant to Chapter III of the Charter of the City of Tigard, there is established the office of City Manager of the City of Tigard, Oregon. (Ord. 03-08, Ord. 65-29 §1, 1965).

### **2.04.020 Appointment And Removal.**

The office of City Manager shall be filled by appointment by the Mayor with the consent of the City Council. The City Manager shall be the Chief Administrative Officer of the City, and as such shall be chosen solely on the basis of administrative qualifications and experience, without regard to political considerations. Appointment and removal of the City Manager by the Mayor shall require the prior consent of a majority of the full Council recorded at a public meeting. The City Manager shall serve at the pleasure of the Mayor and the City Council, and cause shall not be required for termination. (Ord. 03-08, Ord. 86-11 §1, 1986; Ord. 84-06 §1, 1984; Ord. 65-29 §2, 1965).

### **2.04.030 Salary.**

The compensation for the services of the City Manager shall be an amount fixed by action of the City Council by resolution. (Ord. 03-08, Ord. 65-29 §3, 1965).

### **2.04.040 Duties.**

The City Manager shall:

(1) Exercise control and supervision of all activities, departments and offices of city government, except the office of Municipal Judge and the office of City Attorney, and shall interview, select and recommend to the Mayor and Council all applicants proposed for appointment to City offices, and make recommendations to the Mayor and Council concerning the replacement of any City appointive officer, other than the Mayor and councilmen, and shall have authority to appoint to and remove from established positions, subordinate employees of the City; provided, however, that department heads shall be appointed and removed after consultation with the Mayor and Council; and cause shall not be required for termination of department heads;

(2) Be the chief budget and fiscal officer of the City and shall perform the functions of budget officer as prescribed by the Local Budget Law of Oregon (Chapter 294 ORS);

(3) Supervise the administration, and be responsible for the enforcement of all laws and ordinances in effect within the City; and shall administer and enforce the policies, rules, procedures and resolutions duly adopted by the Mayor and Council; shall make such recommendations to the Mayor and Council concerning the affairs of the City as the City Manager may deem desirable;

(4) Be the chief purchasing and business agent with respect to all departments of the City;

(5) Prepare and submit to the Mayor and Council financial and activity reports with respect to each of the City departments, not less than monthly, and shall prepare and submit to the Mayor and Council such other reports as may be required or desirable concerning City affairs;

(6) Make available to the public usual and customary information concerning the operations

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of the city government;

(7) Perform such other and further duties as from time to time may be directed to be performed by resolution or motion of the City Council. (Ord. 03-08, Ord. 86-11 §2, 1986; Ord. 85-05 §18, 1985; Ord. 81-52 §1, 1981; Ord. 72-25 §1, 1972; Ord. 65-29 §4, 1965).■